



DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

MEMORANDUM FOR ALL AFRC/DPMSA
ARPC/DPAT

19 AUG 2005

FROM: HQ AFRC/DPM
155 Richard Ray Blvd
Robins AFB GA 31098


SUBJECT: Electronic Classification Waiver Process

1. Effective immediately classification waivers must be submitted electronically. This process mirrors the AFRC/DPT Automated Training waiver process which was established in Oct 96 and has effectively been used to process training waivers. This process will be used for classification waivers (ASVAB/ACT Aptitude scores, Physical Profile, HS/College Education, Security Clearance, Prerequisite AFSC, etc.); all except for officer and enlisted training waivers which will continue to be submitted through the Automated Training Waiver Process, as directed by AFRC/DPT.

2. Classification packages (excluding training waivers) will be constructed according to the Electronic Classification Waiver Guide. This guide can be located on the HQ AFRC website at https://wwwmil.afrc.af.mil/HQ/DP/DPM/DPMF/dpmf_index.htm. This guide includes checklists and sample documents for your use. Documents will be scanned/emailed through the appropriate chain to the MPF/DPMSA. Classification waiver requests must be coordinated through the NAF DPM prior to receipt at HQ AFRC/DPMF.

3. Individual Mobilization Augmentees (IMA) waiver requests must be coordinated through their active duty MAJCOM AFSC Functional Manager, IMA Program Manager, and ARPC/DPAT. ARPC/DPAT will forward the completed package to HQ AFRC/DPMF.

4. Classification waiver requests must include warranted justification from the unit commander or IMA Program Manager or they will be returned. If you have questions, please contact Mr. Ralph Smith at DSN 497-1230.


LARRY C. LEE, Colonel, USAF
Chief, Military Personnel Division
Directorate of Personnel

Attachment:
Electronic Classification Waiver Guide

HQ AFRC Force Utilization Branch



Electronic Classification Waiver Guide

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Signed,

LARRY C. LEE, Colonel, USAF
Chief, Military Personnel Division
Directorate of Personnel

Attachment:
Electronic Classification Waiver Guide

AFRC CLASSIFICATION WAIVER CHECKLIST

DATE:

Ref: <i>AFIs 36-2101; AFMANs 36-2105, 36-2108 and 36-8001</i>	YES	NO	N/A
1. Does package contain member's memorandum requesting the waiver(s), with reason(s) why waiver is warranted?			
2. Is member's request endorsed by the supervisor and unit commander?			
3. Is member in Assignment Limitation Code "C"?			
4. Has unit taken action to disqualify CEA (1AXXX) members from aviation service IAW AFI 11-402, para 5.7 and AFSC withdrawal action taken IAW AFI 36-2101?			
5. Does the classification waiver package include:			
a. Last three performance reports (Air Force, Army, civilian, etc.) and duty history rip?			
b. Supporting documentation (i.e., transcripts, certificates, diplomas, professional license, training records, test results, or other documents justifying request?			
c. Documentation of any related military or civilian experience or training? (If request is for an AFSC prerequisite waiver, document experience or training in either the requested retraining AFSC or one of the lacking AFSC prerequisites)			
d. Copy of a completed AF Form 3920 for retrainees?			
e. For aptitude score waiver, has member retaken the AFCT to meet minimum score? (If Yes, include copy of test results) (If No, indicate why not accomplished)			
6. Does classification package for medical waivers also include:			
a. Documentation that member meets all other medical requirements (SF88, SF93)?			
b. Documentation of the medical problem?			
c. Documentation that member has completed all current medical tests?			
d. Documentation (civilian or military) that member currently performs or has performed duties in the requested or similar AFSC/position?			
e. Base Medical Authority review and approval/disapproval recommendation?			
7. CEM Code Waiver:			
a. CMSgts cross-flow and normal AFSC entry requirements do not apply; however, waiver to bypass 3-, 5-, or 7-skill level requirements must be submitted thru DPT using the Automated Training Waiver Process. (AFI 36-2101, para 3.27.1 and AFRC 36-2203)			
8. Does the member meet all other eligibility requirements IAW AFMAN 36-2105 or AFMAN 36-2108 and AFI 36-8001?			
9. Does the Personnel Employment cover memorandum (see page 5) include the member's grade, name, SSAN, AFSC, and type waiver(s) requested?			

MEMBER'S GRADE/NAME/SSAN

DPMSA REPRESENTATIVE

SAMPLE WING CLASSIFICATION WAIVER MEMORANDUM

MEMORANDUM FOR NAF/DPM
ARPC/DPAT

FROM: 999 MSS/DPMSA
249 Second Street
Offutt AFB NE 99999-0001

SUBJECT: Request for Classification Waiver—MSgt John J. Smith, 111-22-9999

1. Request minimum aptitude requirement in AFMAN 36-2108 be waived for MSgt Smith to retrain into AFSC 2G0X1 (Logistics Plans). Member scored 34 on Administrative Aptitude, AFSC requires 56. MSgt Smith has been tentatively selected as an Air Reserve Technician and requires waiver to meet AFSC entry requirements for retraining eligibility to qualify for the position.
2. I certify that I have personally reviewed all the items listed in the waiver package and required documentation is attached. The supervisor, hiring official, and the commander strongly endorse this request. The complete waiver package is on file in the 999 OSF and is available for review, if desired. If you have any questions please call me at DSN 123-4567.

//Signed//
JOHN Q. PUBLIC, MSgt, USAFR
Chief, Personnel Employment

Attachment
Waiver Request, MSgt John J. Smith

SAMPLE COMMANDER'S WAIVER REQUEST MEMORANDUM

MEMORANDUM FOR 999 MSS/DPMT

FROM: 999 OSF/CC
524 Fifth Street
Offutt AFB NE 99999-0000

SUBJECT: Request for Waiver—MSgt John J. Smith

1. I fully support and endorse MSgt Smith's waiver request for his Administrative ASVAB score. I have known MSgt Smith since his first day in the wing and he has proven over and over to be an invaluable wing asset. First, as the POL superintendent, and since January, in our plans office. We have a critical manning shortage in our plans office and MSgt Smith is assisting as a logistics management specialist. He excels at all he does and he was just selected as the 2005 HQ AFRC Fuels SNCO.

2. MSgt Smith exemplifies the leadership and supervisory skills desired of a Senior NCO and I have no doubt he will continue to excel. I request favorable consideration of this waiver request. I certify member is in good standing with the Air Force Reserve. Please contact me at DSN 123-5678 if I can provide any further information.

//Signed//

PETER S. SMITH, Lt Col, USAFR
Commander

Attachments:
Waiver Request, MSgt John J. Smith

SAMPLE SUPERVISOR'S WAIVER REQUEST MEMORANDUM

MEMORANDUM FOR 999 OSF/CC

FROM: 999 OSF/LGRR
524 Fifth Street
Offutt AFB NE 99999-0000

SUBJECT: Request for Waiver—MSgt John J. Smith

1. It has been my pleasure to know and work with MSgt John J. Smith since he entered the Air Force Reserve in Jan 86. His performance has been truly outstanding in all respects. He has always demonstrated a positive, professional attitude.
2. MSgt Smith is a true professional who consistently demonstrated outstanding performance in assigned duties and responsibilities in Logistics Management. This included providing invaluable assistance in the processing of personnel and equipment for a major overseas deployment
3. I wholeheartedly endorse MSgt Smith's waiver request to retrain into AFSC 2G0X1 where his leadership and talents will further benefit this wing and the Air Force Reserve. Please feel free to direct any questions to me at DSN 123-6789.

//Signed//

FRANK D. MARSH, SMSgt, USAFR
Logistics Plans Superintendent

SAMPLE INDIVIDUAL'S WAIVER REQUEST MEMORANDUM

MEMORANDUM FOR 999 OSF/CC

FROM: 999 OSF/MSgt John J. Smith
524 Fifth Street
Offutt AFB NE 99999-0000

SUBJECT: Request for Waiver

1. I respectfully request to be considered for a waiver of the ASVAB Administrative score prerequisite required to retrain into the 2G0X1, Logistics Plans Management Career Field. The following is submitted to support waiver consideration:

a. I have applied for and have been tentatively selected to fill a vacant Logistics Management Specialist (GS-0346-09), Air Reserve Technician, position with the 999 Logistics Readiness Squadron.

b. Currently I am assigned to the Logistics Plans Flight and have been performing all the duties and responsibilities required of a Logistics Plans Apprentice since Jan 2005. In the 3 months that I have been in this position, I have demonstrated a keen knowledge and understanding of the career field and have performed above the commanders expectation. This performance has resulted in my selection to fill the vacant Logistics Management Specialist position.

c. To retrain into the 2G0X1 AFSC I am required to have a score of 56 in the Administrative portion of the ASVAB test. I was administered the ASVAB over 19 years ago and received the following scores: A – 39; G – 39; M – 49; and E – 53. I recently retested and results were: A – 47; G – 59; M – 87; and E – 64.

2. I believe that although my Administrative score is below the minimum in the Administrative area, I am more than qualified for the position and that I can successfully retrain into the Logistics Plans career field. I am confident that through the combination of both military and civilian education and experience, I possess all of the necessary knowledge and skills to complete training and succeed in AFSC 2G0X1, Logistics Plans.

//Signed//
JOHN J. SMITH, MSgt, USAFR

CIVILIAN AND MILITARY EXPERIENCE

MSGT JOHN J. SMITH

NAME: John J. Smith

POSITION TITLE: Classification Technician

ORGANIZATION: 777 AW Military Personnel Flight, Offutt AFB, NE

PAY PLAN SERIES/GRADE/STEP: GS-1702-07/1

KEY DUTIES AND RESPONSIBILITIES: Receives and controls ECI courses, primary Test Control Officer, manages and administers the CDC program, manages and is responsible for determining eligibility for enrollment in Montgomery G.I. Bill program, process OJT upgrade Classification actions.

SAMPLES TO IDENTIFY EDUCATIONAL CERTIFICATES

UNIVERSITY/COLLEGE: Embry-Riddle Aeronautical University

PROGRAM: Aircraft Maintenance Technology

APPLICABLE COURSES:

Airframe Sys & App, 3 Hrs, B, Fall 85

Gen Aero & Apps, 3 Hrs, A, Winter 86

PrPlant Thry & App, 4 Hrs, C, Spring 87

A/C Propulsion Sys, 4 Hrs, B, Summer 87

UNIVERSITY/COLLEGE: Bubba University, Columbus OH

PROGRAM: Business & Technology

DEGREE: Bachelor of Science

DATE: 19 Apr 92

UNIVERSITY/COLLEGE: Pork College, Parkville MO

PROGRAM: Management

DEGREE: Bachelor of Science

DATE: 1989

UNIVERSITY/COLLEGE: Community College of the Air Force

PROGRAM: Digital Equipment Technology

DEGREE: Associate in Applied Science

DATE: 31 Mar 79

SAMPLES TO IDENTIFY TECHNICAL CLASSIFICATION CERTIFICATES

COURSE: Electronic Communications and Cryptographic Equipment Systems Repairman (3ABR30630)
HOURS: 1083 Hours
PDS CODE: AH7
PLACE: Lackland AFB TX
DATE COMPLETED: 12 Aug 75
SERVICE: USAF

COURSE: Understanding Semiconductors
PLACE: USASIGS Learning Center Division, Fort Gordon GA
DATE COMPLETED: 23 Nov 76
SERVICE: Dept of the Army

COURSE: Electronic Instrument Repair Course (35B20)
PLACE: US Army Signal School, Fort Gordon GA
DATE COMPLETED: 31 Mar 77
SERVICE: Dept of the Army

COURSE: Basic Typing for Cryptologic Trainees
HOURS: 45
PLACE: Naval Technical Classification Center, Corry Station, Pensacola FL
DATE COMPLETED: 4 Apr 83
SERVICE: Dept of the Navy

COURSE: Aircraft Maintenance Specialist Course (Tactical/Airlift-Bombardment) (J3AQR43131 001/43132 001)
HOURS: 264 Hours
PDS CODE: 3WA/3WB
PLACE: 3700 Technical Classification Wing, Sheppard AFB TX
DATE COMPLETED: 4 May 83
SERVICE: USAF

COURSE: Aircraft Maintenance Specialist (A-10A Entry Level) (J4AMF431X1-006)
HOURS: 53 Hours
PDS CODE: UH4
PLACE: Sheppard Technical Classification Center, FTD 920, RAF Bentwaters, England
DATE COMPLETED: 21 Mar 85
SERVICE: USAF

SAMPLE OF CDC COMPLETION (ECI FORM 9)

CERTIFICATE OF COURSE COMPLETION AS OF 900612
NAME, GRADE: John M. Jones, SSgt
COURSE: 36254
ENROLLMENT DATE: 890601
COURSE EXAM DATE RECEIVED: 12 Jun 90
SCORE: 75

SAMPLES OF CIVILIAN EQUIVALENT CLASSIFICATION

NAME: National Registry of Emergency Medical Technicians
REGISTERED AS: Emergency Medical Technician
INDIVIDUAL'S NAME: Mary M. Mills
REGISTRY NO: B0460000
EXPIRATION DATE: 03/31/91
CLASSIFICATION: Basic

NAME: Dept of Transportation - Federal Aviation Administration
REGISTERED AS: Mechanic
INDIVIDUAL'S NAME: Janice K. Smart
CERTIFICATE NO: 21400000
RATINGS AND LIMITATIONS: Powerplant Airframes
DATE OF ISSUE: 04-01-85

NAME: Dept of Transportation - Federal Aviation Administration
REGISTERED AS: Private Pilot
INDIVIDUAL'S NAME: Judy S. Brown
CERTIFICATE NO: 28800000
RATINGS AND LIMITATIONS: Airplane Single Engine Land
DATE OF ISSUE: 04-01-85

**Partial extract from AFI 36-2101, Attachment 2
(changed to remove information concerning training waivers)**

Requests to Waive the Specialty Entry or Retention Requirements

The following information has been created to assist you in processing AFSC waiver requirement packages.

Types of Classification Waiver Packages

Other mandatory requirements listed in the specialty
or in Attachment 39 of AFMAN 36-2108

Waiver Authority: HQ AFPC/DPPAC

Routing of the Package

- The individual requesting the waiver submits a request to his or her immediate supervisor.

The supervisor reviews request and if justified assists individual in obtaining necessary documentation and justification to support the requested waiver.

NOTE: The waiver request will consist of an official memorandum, initiated by the individual concerned, with appropriate justification or rationale and documentation.

The unit commander validates the waiver request and indorses the request with a recommendation of approval or disapproval. If recommended for approval, the request is forwarded to the MPF, Personnel Employment. If disapproved, return the request to the individual with rationale.

Packages recommended for approval are forwarded to the MAJCOM Classification office. Disapproved requests are returned to the unit with rationale.

The MAJCOM Classification Representative will evaluate and coordinate action with MAJCOM Functional Manager. If all agree with recommendation, requests recommending approval are forwarded to approval authority (either the AFCFM or AFPC/DPPAC). If the coordinated recommendation is for disapproval, return request to the individual through the MPF with rationale.

NOTE: If there is disagreement between the evaluators, each office will provide a recommendation, with rationale, and the package will be forwarded by the Classification Representative to the approval authority for final action.

Waiving any part of an established standard requires an in-depth consideration on how it will affect the Air Force mission, the specialty, and the individual. AFSC requirements are carefully evaluated by all concerned agencies and are determined the minimum required to reasonably assure success in the specialty. When reviewing a waiver request, look for equivalent substitutes. Requests must clearly substantiate that individuals meet or exceed the mandatory requirements considered crucial for successful performance in an AFSC. Consider this and the following when reviewing the package for possible submission.

Review request and evaluate using the following questions:

- Has the individual performed duty in an exceptional manner over an extended period of time in the actual or equivalent specialty/civilian occupation?

If waiver is for an aptitude score, has the individual taken the Air Force Classification Test (AFCT) in an attempt to meet the minimum scores?

- Does the individual possess the physical ability, aptitude, or qualifications which are equivalent to, or commensurate with, the established requirement?

MPF or MAJCOM: If the package isn't properly prepared...send it back for completion!

- Letter from the trainee.
- As a minimum, the last 3 EPRs.
- Letters of recommendation from the commander, supervisor, and other supervisors/trainers.
- Any other pertinent information regarding waiver request.